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ABSTRACT

This guide leads users through a structured search of the Michigan Occupational Information System (MOIS). It is intended to help the user prepare a profile of interests and preferences that will be used in career exploration. The booklet asks the user to make choices in seven categories and to enter the responses on the MOIS Search Worksheet. The seven categories are interests, areas of work, physical strengths, physical capabilities, working conditions, education, and temperaments. Following the search, the guide directs the reader to occupations to explore through a search of the MOIS data files. (KC)

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michigan occupational information system

MOIS STRUCTURED SEARCH

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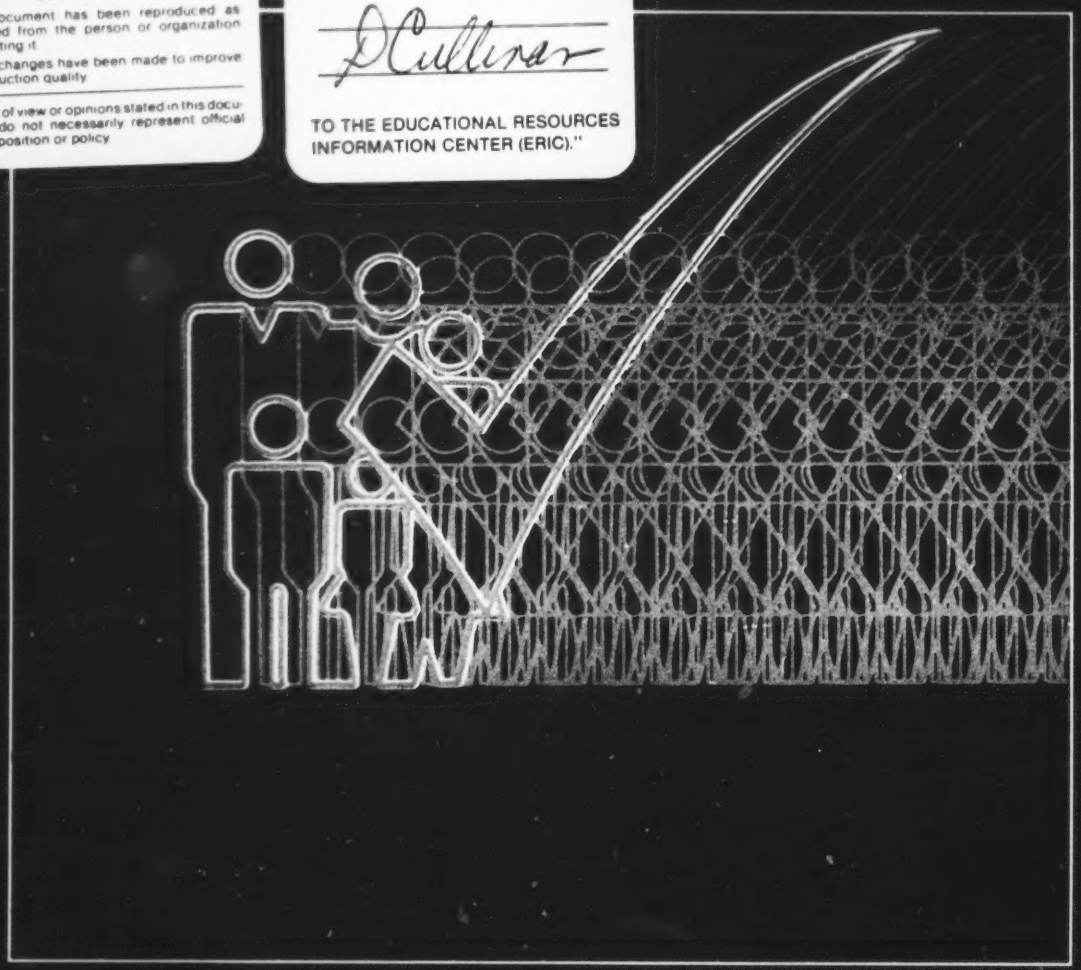

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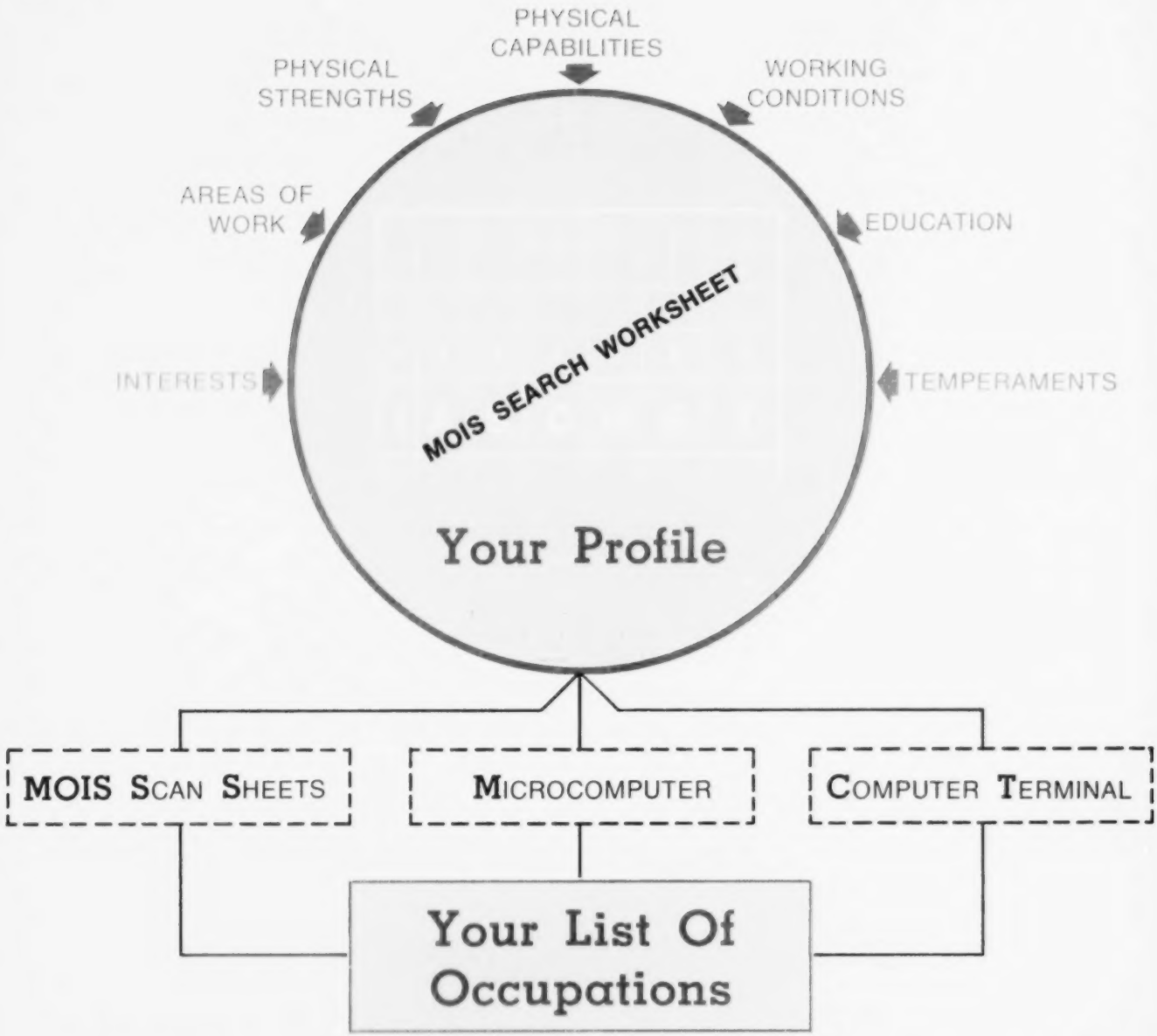
PHYSICAL CAPABILITIES
WORKING CONDITIONS
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TEMPERAMENTS
INTERESTS
AREAS OF WORK
PHYSICAL STRENGTHS
MOIS SEARCH WORKSHEET
Your Profile
MOIS SCAN SHEETS
MICROCOMPUTER
COMPUTER TERMINAL
Your List Of Occupations

MOIS STRUCTURED SEARCH

The MOIS Structured Search will help you prepare a profile of your interests and preferences. This booklet will ask you to make choices in the following seven categories and to enter your responses on the MOIS Search Worksheet. After completing the search, you may use your personal profile to select occupations to explore.

Interests

Areas of Work

Physical Strengths

Physical Capabilities

Working Conditions

Education

Temperaments

On the next eight pages you will find definitions of these categories, the choices offered, directions to follow, and a sample worksheet.

PLEASE DO NOT WRITE IN THIS BOOKLET

Interests

This category divides occupations into three groups based on whether a worker deals with data, people, or things.

I Prefer To Work Mainly With:

D Data: information, words, numbers, ideas.

P People: humans or occasionally animals.

T Things: machines, tools, materials, equipment.

DIRECTIONS

Select ONE Interest and enter your choice on the MOIS Search Worksheet. See Example below.

P

Areas of Work

MOIS occupations are grouped in six broad career areas.

I Prefer To Work In One Of The Following Areas Of Work:

B Business and Clerical: business management, marketing, finance, sales, promotion, clerical areas.

H Human Relations and Humanities: education, human services, political and social sciences, law, literature, philosophy, fine arts, performing arts, sports.

M Medical and Related Services: physical or mental health of humans and animals, and related technical support services.

P Personal and Protective Services: improve the appearance of, serve, or help individuals or animals; protect persons or property.

S Science, Mathematics, and Engineering: physical and biological sciences, mathematics, engineering, scientific aspects of agriculture and forestry.

T Trades and Industry: agriculture, construction, manufacturing, production, transportation, including equipment operation and repair.

DIRECTIONS

Select ONE Area of Work and enter your choice on the MOIS Search Worksheet.

H

Physical Strengths

Physical strengths describe the lifting or carrying activities a worker must perform.

I Prefer Work Which Requires The Following Level Of Physical Strength:

L Light Work: lifting 20 pounds maximum with frequent lifting and carrying of objects weighing up to 10 pounds.

M Medium Work: lifting 50 pounds maximum with frequent lifting and carrying of objects weighing up to 25 pounds.

H Heavy Work: lifting 100 pounds maximum with frequent lifting and carrying of objects weighing up to 50 pounds.

DIRECTIONS

If Physical Strength level is important to you, enter ONE choice on the MOIS Search Worksheet; otherwise, leave it blank.

L

Physical Capabilities

Physical capabilities are the demands a worker must meet to carry out certain job duties.

I Prefer Occupations Which Do NOT Require The Worker To:

C Climb or Balance: climb poles, scaffolds, stairs, or ramps using feet, legs, hands, and arms.

H Handle, Reach, or Touch: extend arms and hands; grip objects; use fingers and fingertips to sense the texture, shape, and size of objects.

K Kneel, Stoop, Crouch, or Crawl: bend both body and legs while moving about on hands and knees or hands and feet.

S See: see well enough to carry out job duties and maintain the safety of self and others.

T Talk or Hear: express or exchange ideas in spoken language or recognize sounds.

DIRECTIONS

Select UP TO FOUR Physical Capabilities which you do NOT wish required of you and enter your choice(s) on the MOIS Search Worksheet. If you are not concerned about any of the above choices, leave blank and go to the next category.

C H

Working Conditions

Working conditions mean the physical surroundings of a worker in a job.

I Prefer Occupations With:

I Inside Working Conditions: protection from weather conditions but not necessarily from temperature changes.

O Outside Working Conditions: little or no protection from weather.

B Both Inside and Outside Working Conditions: job activities carried out both inside and outside in about equal amounts.

DIRECTIONS

If Working Conditions are important to you, select ONE type of Working Condition and enter your choice on the MOIS Search Worksheet; otherwise, leave it blank.

Education

Education or training you have now or may complete will affect your occupational plans because the required education level varies with occupations.

I Prefer Occupations Which I Can Enter With:

1 less than a high school diploma.

2 training provided by the employer other than apprenticeship.

3 a high school diploma or equivalent.

4 a high school diploma with specific vocational classes.

5 a certificate (program of up to one year of study beyond high school).

6 an associate degree (two years of study beyond high school).

7 an apprenticeship (three to four years of training beyond high school).

8 a bachelor's degree (four years of study beyond high school).

9 a master's degree (five to six years of study beyond high school).

0 a professional degree or a doctorate (seven to ten years of study beyond high school).

DIRECTIONS

Select ONE OR TWO Education levels and enter your choice(s) on the MOIS Search Worksheet.

Temperaments

Temperaments are personal characteristics or adjustments required of a worker in specific work situations. The ability to meet these requirements will affect success and satisfaction in an occupation.

I Am Most Comfortable In Work Situations That Involve:

A Accuracy: follow established rules and specifications precisely to meet set limits, measurements, or standards.

C Creativity: express your original ideas to produce something new.

D Directing: plan and organize work and give instructions to others.

E Evaluation: make decisions and judgments based on your past experiences.

I Interaction: deal cooperatively and effectively with people.

L Logic: use step-by-step procedures to complete tasks; analyze and solve problems based on accurate information.

P Persuasion: work with people to get them to *do* something.

R Repetition: work at the same tasks over and over.

S Stress: work under pressure, take risks, handle unexpected events.

V Variety: use different skills at various times to do different things.

DIRECTIONS

Select UP TO FOUR Temperaments and enter your choice(s) on the MOIS Search Worksheet.

D I
S

NOTE

Go to page 12 and follow the directions under "Select Your Most Important Choices" to complete your MOIS Search Worksheet.

Select Your Most Important Choices

You have made and recorded your choices for the seven categories. You will now select the choices that are most important to you.

DIRECTIONS

A. Review your responses to each category of the Search.

B. Place a check (✓) under those choices that are most important to you.

Obtain Your List of Occupations

Your completed MOIS Search Worksheet shows your profile. To obtain a list of occupations that match your profile:

take your WORKSHEET to

Structured Search Scan Sheets OR Microcomputer or Computer Terminal

Explore MOIS Data Files

You can explore the MOIS Data Files to find specific information about the occupations on your list. The MOIS Data Files contain occupational and education information on all MOIS occupations. See the *MOIS Microfiche/Computer Index* to learn what information is available and how to get it.

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